



Deer Park Public Library

December 2016

Computer Class Schedule

Microsoft Word 2016 Basics

**Thursday, Dec. 1
@ 6:00 P.M.**

Microsoft Excel 2016 Basics

**Thursday, Dec. 8
@ 6:00 P.M.**

Microsoft PowerPoint 2016 Basics

**Thursday, Dec. 15
@ 6:00 P.M.**

Basic Genealogy

**Monday, Dec. 12
@ 10:30 A.M.**



Genealogy Lab

**Monday, Dec. 19
@ 10:30 A.M.**

Finding a Job

**Monday, Dec. 12
@ 2:00 P.M.**

Keys for Career Seekers

**Monday, Dec. 19
@ 2:00 P.M.**

Open Lab

**Thursday, Dec. 29
@ 6:00 P.M.**

Space is limited. Registration is required and limited to 2 classes per individual.

Asistencia bilingüe disponible cuando se solicite.

DEER PARK PUBLIC LIBRARY

COMPUTER CLASS DESCRIPTIONS

Introduction to Computers

Become familiar with the computer and computer terminology, and get comfortable using a mouse, opening software applications, and other basic skills.

PREREQUISITES: None

Browsing the Web

Learn the basic skills of browsing the World Wide Web. Topics include search engines, simple search techniques, security precautions and the basics of e-mail.

PREREQUISITES: Mouse skills and basic knowledge of personal computers

Using Social Media

This class covers the basics of social networking sites and how they are used. Some of the websites covered in class will be Facebook, Google+, Twitter, and LinkedIn.

PREREQUISITES: Mouse skills, basic Internet knowledge, and basic computer knowledge. **YOU MUST HAVE A VALID E-MAIL ACCOUNT!**

Microsoft Word 2016 Basics

Become familiar with the 2016 version of Word and learn how to create and edit basic Word documents, including resumes and letters.

PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers.

Microsoft PowerPoint 2016 Basics

Become familiar with the 2016 version of PowerPoint and learn how to create a presentation using themes, illustrations, transitions and animation.

PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers. Familiarity with Microsoft Word is required.

Microsoft Excel 2016 Basics

Become familiar with Excel 2016 and learn how to create and edit basic spreadsheets, and use simple formulas and functions.

PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers. Familiarity with Microsoft Word is helpful.

Open Lab

Do you need help with Microsoft Office programs such as Word and Excel? Are you struggling with Windows 7? Come to the Open Lab session at the Deer Park Public Library! Our reference librarians will be available for one-on-one assistance. Feel free to bring in your laptop from home. We can also provide some help with document formatting and electronic resources. Come to us with your questions and we will help you learn!

Basic Genealogy

Have you always wanted to research your family history? Come to the library and learn about our great genealogy resources! Learn to use Ancestry Library Edition on the library computers and search the census from home using HeritageQuest Online. Complete useful charts and forms and start tracing your roots!

Genealogy Lab

Want to practice using Ancestry Library Edition or HeritageQuest Online? Do you need help looking up your family history? Our reference librarians will be available for one-on-one assistance. Come to us with your questions and we will help you with your family history research!

PREREQUISITES: Attendance of a previous genealogy class at DPPL.

Finding a Job

Do you need help searching for a job? Do you need assistance creating or updating your resume? Could your cover letter use some work? The library has print and online resources to help you with resumes and interview skills. Learn how the library resources can help you explore career opportunities, search for jobs, create resumes and cover letters, prepare for the interview, and more!

Keys for Career Seekers

Have you felt locked out of the professional world? Come to the library and discover online resources to help with each stage of the job search process. Use Career Cruising to suggest job openings based on your skills and interests or create a professional resume in Job & Career Accelerator. Get the information you need from popular career-oriented websites like LinkedIn and Glassdoor. Access the keys that will help you unlock your potential as a candidate!